

Event Planner Checklist

There are a lot of moving parts when planning an event, use this tool as you complete the Special Events Permit Application Process. All applicable info will need to be communicated to The Office of Special Events (OSE). ***Not all tasks may apply to your event.**

- ☐ Review the **OSE Planning & Resource Guide**

70+ days prior to your event:

- ☐ Submit application with \$100 non-fundable application fee
- ☐ Submit site map
 - ☐ Clear image of set-up (tables, chairs, tents, fencing, vendors, etc.) and specific dimensions noted (tents, stage, etc.)
- ☐ Submit walk/run/race route
 - ☐ Diagram
 - ☐ Written detail + directions (turn-by-turn)
- ☐ Submit road/sidewalk closure request(s)
 - ☐ List all requested street and/or sidewalk closures and include cross-street information
 - ☐ Provide timeline of road closures & re-openings
 - Note: Any meters within a closure must be hooded. The event is typically responsible for placing and removing street closure barricades. This task is due 30 days out.
- ☐ Share any unique event aspects (hot air balloon, inflatables, petting zoo, live painting, use of fire, etc.)
- ☐ Request any park amenities to be on/off (sprinklers, lighting, electricity)

30+ days prior to your event:

- ☐ Certificate of Insurance
 - ☐ List City of Grand Rapids as certificate holder and as additional insured.
 - ☐ Includes liquor liability (only if having alcohol)
 - Note: If you are having inflatables/bounce houses at your event, your provider will need to know.
- ☐ Community Notification
 - ☐ Provide a copy of written neighborhood notification (email, letter, newsletter, etc.)
 - ☐ Provide a list of residents and businesses that were notified, include as many details as possible (name, #, email)
- ☐ Parking Services Request (616.456.3290)
 - ☐ Parking meter reservation request form
 - ☐ Ramp/surface lot closure form
 - ☐ Validated parking ramp/lot tickets form
- ☐ Clean-up plan
 - ☐ Request City of GR Public Works Services (616.456.3232) / Provide private company contact info if being used
 - ☐ Provide site clean-up plan during and post-event
- ☐ Restroom Confirmation
 - ☐ Parks and Recreation public restroom facilities **not available at all sites*
 - ☐ Portable bathrooms (remember accessible units for persons w/disabilities & hand sanitizer)
- ☐ Liquor license
 - ☐ Grand Rapids Police Department Vice approval (616.456.4800)
 - ☐ MLCC license
 - ☐ Liquor liability add to insurance
- ☐ Provide an event timeline (run of show)
- ☐ Provide private security company contact info
- ☐ Submit and Grand Rapids Police Department requests
- ☐ Provide amplified sound details (duration, equipment used, sound provider info, etc.)
- ☐ Submit a parking management plan
- ☐ Submit your Event Action Plan that includes emergency contacts and severe weather plans

15+ days prior to your event:

- ☐ Provide list of all vendors. For food, you'll need to note the set-up style (cart, booth, truck, trailer, concessionaire)
 - ☐ Schedule Grand Rapids Fire Department inspection (616.456.3900; day of for outdoor cooking and/or tents)
 - ☐ Verify that all food vendors have proper licenses (Kent County Health Dept., and/or City Clerk's)
- ☐ Confirm OSE equipment rental delivery/pick-up times (616-.780.8831)
- ☐ Schedule Grand Rapids Fire Department inspection (616.456.3900)
- ☐ Schedule City of Grand Rapids building/mechanical (tent, electrical or heater) inspection (616.456.4100)
- ☐ Michigan State Environmental inspection (800.662.9278) and/or Department of Natural Resources (269-685-6851)